COUNTY OF HUMBOLDT
HUMAN RESOURCES/RISK MANAGEMENT

Inter-Office Memo

DATE: December 20, 2013

TO: County Department's – Payroll/Personnel Reps

FROM: Dan Fulks, Director of Human Resources

SUBJECT: AFFORDABLE CARE ACT MARKETPLACE NOTICE

The Affordable Care Act requires employers to provide Notice to its employees that they may receive health coverage through the exchange (a.k.a. "Health Insurance Marketplace" or "Marketplace"). The California exchange is called Covered California.

When Must Employer Provide Notice? The employer must provide this Notice to new employees at the time of hiring (i.e. within 14 days of an employee's start date).

Who Must Receive the Notice? All employees must receive the notice. Notice must be provided to all employees regardless of whether the employee is enrolled in, or eligible for coverage, or of part-time or full-time status. Employers are not required to provide a separate notice to dependents.

Please find attached a cover letter and the Notice that must to be provided to all new employees within 14 days of an employee's start date:

- Covered California Marketplace Notice Cover Letter to Employees
- Covered California Marketplace Notice to Employees

These documents are also available on our Risk Management webpage: **http://www.co.humboldt.ca.us/riskmanager/forms/.**

Please included these required notices in your new employee packets.

If you have questions, please contact Human Resources, Risk Management Services at 707/268-3669 or **riskmanagement@co.humboldt.ca.us.**

Enclosures